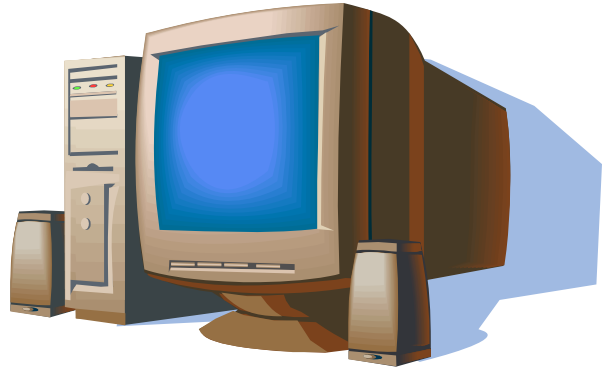# Computer Breakdown Procedures

Shut Down and Disconnect

Don't stress cables - avoid crimping, pulling, and crushing forces.

1. Shutdown your computer before turning it off or unplugging any cables.
2. Carefully unplug the power cable.
3. Carefully unplug all remaining cables to monitor, keyboard, and mice.
3. Rubber band the cables so that they will not get damaged during the move.
4. Place all items (except the monitor) in a box with a move label on it. Do not tape box shut. Your IT personnel will need access to the parts after moving the computer.

If you need any assistance, please contact Jeff Millner at 867-1616 or any of the a.i. solutions employees.

Please disconnect the network cable from the back of the computer and leave in the cubicle; the network cable will not work in the office you are moving to.